



HOLY FAMILY PARISH

ROLE AND RESPONSIBILITY OF THE LECTOR

1. PREPARE THE READINGS--so that you understand their message. It is wise to prepare BOTH readings, should the other lector not be present. Allow these readings to be part of your prayer during the week. It would be helpful also to read the entire chapter in your bible from which your reading was taken. This will give you a truer sense of the message of your reading. Check all pronunciations. **To assist you with this, a *Workbook for Lectors and Gospel Readers* is available for your purchase. It is advisable to obtain a copy of this for each cycle of readings. Practice reading aloud -- the Word is to be PROCLAIMED clearly, with understanding and faith. Copies of the Workbook can be obtained by contacting Judy Biros (330.688.6412, ext. 250).**
2. **Arrive at least ten minutes before Mass** to SIGN IN on the Lector/Commentator sign-in sheet. Check for any special notes on the sign-in sheet. Check that the Lectionary is marked at the correct reading--noting the liturgical date and even the page number. **In case the other Lector is not present, please do BOTH readings. If a Commentator is not present, and both Lectors are, one Lector should Commentate, and the other Lector should do both readings. Before Mass, place the Lectionary opened on the Ambo.** The microphone at the Ambo should be adjusted to be level with your mouth. Once the Lectionary is in place on the ambo, both lectors go to the back of the church to prepare for the Opening Procession. One lector takes the Book of the Gospels and carries it in the procession.
3. The first pew in the second section from the center on the Holy Family side of the church is reserved for the Lectors and their families.
4. Both lectors process in behind the servers and in front of the Presider, one will hold the Book of Gospels high for all to see. Walk slowly and reverently up the aisle, allowing ample space between you and the servers. **The lector carrying the Gospel Book DOES NOT BOW AT THE STEPS, but proceeds up the sanctuary steps around the right, behind the Altar and places the Book of Gospels face down on the white corporal directly in the center of the Altar; then bows to the Altar and returns to the Lector pew via the side diagonal steps. Lector not carrying Gospel Book will bow to the altar when reaching the sanctuary steps in procession and proceed directly to the reserved pew.**
5. When the Deacon is present at the Mass, he will carry forward the Book of the Gospels in the Opening Procession. The lectors process directly in front of the Deacon, proceed to the sanctuary steps, bow to the altar, then proceed directly to reserved pew.

6. If you are proclaiming the **First** Reading, come to the Ambo, via the side steps, at the conclusion of the Opening Prayer, **as soon as the Presider is seated**. Be sure that the church is quiet, and that you have the attention of the Assembly before you begin to proclaim the reading. This can be accomplished by making eye-contact with the Assembly before you begin. Some eye-contact during the reading is good; however, be sure that you are speaking **CLOSE AND DIRECTLY INTO** the microphone at all times. ****9:30** Lectors: Wait until the first and second graders are well on their way down the center aisle for the Children's Liturgy of the Word before you come to the ambo,

After the reading, step back and pause a few seconds, then take your place in your pew. If you are proclaiming the **Second** Reading, come to the Ambo after the Cantor has completed singing the Psalm and has returned to his/her place. After the reading, close the Lectionary, place it on the shelf in the Ambo, then return to your place.

****Please note: If, for any reason, you need to proclaim both readings, return to your pew after the first reading so the cantor can come to the ambo to proclaim the Psalm.****

7. Remember, the phrase after each reading is "THE WORD OF THE LORD." This should follow a **3-second pause** after you have read the last word of the text. When saying this phrase, it should be said **slowly** while making **eye contact** with the Assembly.
8. After the Liturgy, please return the Lectionary and Gospel Book to the sacristy.
9. Proper dress is requested. For men: a suit or sportcoat and tie. For women: a suit, dress, skirt and blouse, or pantsuit. For all: please, no tennis shoes or jeans. Your attire is a symbol of the importance you place on your ministry. It would be wise to come to church dressed ready to minister if needed.
10. You should only be engaged in one ministry at any one liturgy. If you are also scheduled as a Eucharistic Minister or Minister of Hospitality, please get a substitute or change dates with another minister.
11. If you are unable to be present on an assigned date, PLEASE BE SURE TO OBTAIN A SUBSTITUTE, and please notify Judy Biros (330.688.6412, ext. 250) of that substitution or trade in dates.

SCHEDULES, PHONE LISTS, ROLE AND RESPONSIBILITY SHEETS:

Please remember that schedules, phone numbers, and Role and Responsibility sheets are available on the church website: www.holyfamilystow.org, click on "Ministries" at the top of the page. Then click "Liturgical Ministries," after this, "Lectors and Commentators." You may then click on the monthly schedule you wish to view and the Role and Responsibility sheets.

For phone list, the user name is "liturgy" and the password is "holycall;" both should be in lower case.

THANK YOU FOR YOUR DEDICATION AND FAITHFULNESS IN SERVING THE LORD THROUGH THIS VERY SIGNIFICANT MINISTRY!